

**CLASS TITLE: PRINCIPAL COMMUNITY PROGRAM
LIAISON WORKER**

**Class Code: 02798600
Pay Grade: 24A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide extremely complex technical, evaluative and liaison monitoring and/or assistance to local agencies and groups participating in state health, social service, and/or advocacy programs regarding federal and state regulations and procedural requirements, legislative issues and community needs and resources; to supervise the work of other technical subordinates engaged in such functions; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received in outline form.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of subordinate technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide extremely complex technical, evaluative and liaison monitoring and/or assistance to local agencies and groups participating in state health, social service, and/or advocacy programs regarding federal and state regulations and procedural requirements, legislative issues and community needs and resources; to supervise the work of other technical subordinates engaged in such functions.

To be responsible for the coordination of programs and activities involving local agencies participating in health promotion, health care, employment and/or other social programs.

To plan, supervise, and review the work of other technical staff members engaged in monitoring and/or assisting local agencies and groups participating in state health, social service and/or advocacy programs.

To be responsible for planning, organizing and developing programs and services designed to decrease health hazards, economic need, and other social problems in target population, and to review and evaluate such programs and services for efficiency and effectiveness.

To prepare extremely complex reports and statistical documents concerning the program noting deficiencies or discrepancies in the area of program standards and/or effectiveness.

To provide training and technical assistance to state and local agency staff and to local community groups.

To maintain effective liaison with community agencies and with appropriate professional and lay groups, in order to promote the goals of programs for all eligible citizens and to obtain public reactions and responses to programs and services.

To be responsible for providing assistance to local agencies and organizations in developing effective utilization of resources.

To plan, develop, organize, facilitate and maintain client groups for support, therapy, education, and training.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state and federal laws and regulations relative to the particular community program area of assignment and the ability to interpret such laws, rules and regulations; the ability to understand and interpret community programs and the

ability to apply this knowledge; a thorough knowledge and a sound understanding of social and human relationships, problems and needs in dealing with elderly and/or economically disadvantaged persons; the ability to plan, supervise and review the work of other personnel assigned to assist; the ability to coordinate programs and activities involving local community agencies throughout the state; the ability to prepare reports containing findings, analyses, conclusions and recommendations; the ability to establish and maintain effective working relationships with officials of community service programs and assist them by providing advice and guidance; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible supervisory position involving the performance of complex professional work in the field of health care or social services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 26, 1987

Editorial Review: 3/15/03